

**BOARD OF FINANCE**  
**REGULAR MEETING**  
May 17, 2016 7:00 pm  
Town Hall  
**MINUTES**

**Members Present:** Chairman David Scata, Diane Malozzi, Elizabeth Charron, Meghan Bruce, Kevin Cwikla, Vin Shea (Alternate), Michael Nintean (Alternate)

**Members Absent:** Philip Johnson, Stephen Salisbury (Alternate)

**Also Present:** First Selectmen Betsy Petrie, Selectmen Glen Coutu, Finance Director Veronica Calvert, Recording Secretary Laurie Bergeron

**A. Call to order** – D. Scata called the meeting to order at 7:00 pm. Mike Nintean to sit for Phil Johnson.

**B. Presentation by the Lyman Memorial High School Agricultural Issues Team** The team introduced themselves to the Board and explained the purpose of their committee. The team is going to competition and wanted to present their debate to the BOF for comment and critique. The team explained the issues of Ag students taking part in programs that are not necessarily handicapable ready. They discussed how many students in the CT AG program that are handicap able students. The concern of the team is that the Ag programs are not as available to handicapable students.

**C. Correspondence**

**a. BOE Expenditure Report**

**D. Minutes April 19, 2016, Regular Meeting**

M. Bruce MOVED to accept the April 19, 2016 regular meeting minutes. D. Malozzi SECONDED. All in Favor – K. Cwikla and M. Nintean abstained

**E. Public Comments None**

**F. Financial Report: Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance**

Veronica Calvert shared the monthly reports to the Board. The surplus and deficit totals have been updated as of 4/30/16. Approximately \$54,692 surplus for the end of the year. We are still waiting for the resident state trooper invoice. Anticipate one more invoice for the snow removal contract. DPW will have a need of additional salt. Solid Waste anticipates a surplus of \$11,300. D. Scata asked if there were any other anticipated expenses. Veronica replied that as far as she knows, no. Revenue: doing well compared to what we had collected last year at this time. We did receive an ECS deposit from the state. L. Charron asked if we expected any more from the state for ECS. Veronica replied

that she does not expect any additional deposits. M. Bruce noted that transportation shows uncollected. Veronica replied that we just received the deposit today.

TIP/SIP as of 4/30 tip balance \$45,391, anticipate \$8,500 expense for stove replacement at fire safety complex. SIP balance as of 04/30/2016 is \$96,609. Technology balance is \$66,772, and Athletic Facilities \$34,055.

Contingency: As of 5/17 \$109,500 balance. Fund Balance \$3,870,010. Does not reflect monies deposited for Senior Housing project as the figure is from the last reconciled audit.

Betsy Petrie commented that Department 400 Legal FY 2016 budget has been exceeded. Additional legal funded is needed for contract negotiations that have just begun. Two contracts had not been approved by legal counsel in the past. Town Hall and Public Works employee contracts expire 6/30/16. The First Selectman has retained Shipman and Goodwin attorneys to help with the process. There have been legal issues with the election to the BOE. K. Cwikla asked if the attorneys have been used prior in the contract negotiations. Betsy replied that she believed they had not.

## **G. New Business**

### **a. Information for BOF: Windham Paramedics and Fire Department (Mark Elliott)**

Board of Selectman will process a memorandum of services – will manage account thru finance and the town. Veronica made the board aware that there may be some billings paid in current year from previous year services due to lag time in receiving payments from Medicare and Medicaid. No action required.

### **b. Discuss a special fund for Board of Education FY 2016 surplus funding**

D. Scata was under the understanding that a fund was to be set up attached to certain capital items. Some examples of Surplus Fund Verbiage had been given to the Board to review. L. Charron commented that maybe Coventry gives approval to the Town Council due to fact that they don't have a Board of Finance. L. Charron and D. Scata suggested that a subcommittee be formed – Will consist of D. Scata, M. Bruce and D. Malozzi. They will represent the Board of Finance on the committee. L. Charron suggested that \$27,749 of the projected BOE surplus be used to satisfy the \$27,749 deficit in a Vo Ag fund. This item has shown this deficit for some time and now is the time to take care of it. Al Vertefeuille commented that numerous attempts to receive info on payment from state but no one seems to know anything about it. No action required.

### **c. Discuss and act on Town FY 2016 surplus funding and capital requests**

D. Scata – The balance in contingency surplus is at \$109,500 after approving \$40,000 for the garage site assessment for public works.

L. Charron made a suggestion to reflect in the Amendment column of the Expenditure Report any amounts we have voted on to be moved out of contingency to various accounts. This would include Department 411 for Audit Services for \$10,000 and Department 420 Police Services for \$20,500. After this change, there will be \$85,192 in operating surplus and \$109,500 balance in contingency. . L. Charron had contacted Steven Hopkins, auditor, regarding what the BOF planned

to do with surplus and asked what authority does BOF have to move surplus around without going to Town meeting? State statute states that BOF has the right to move but auditor recommends that we go to Town meeting because this is the voting entity that approved the original budget. He feels we should come up with list of what we want to do with surplus and go to Town meeting and present how we want to shift funds. D. Scata agrees to go to town meeting. Betsy Petrie came up with a priority list and presented to BOF. Fire Safety Complex has \$45,550 remaining in the capital account 220-00-422-2717-0020 that will not be needed for the exhaust system. Would like to use this excess to install new garage doors, passage doors and a portable air cleaning unit for the DPW building. See Attachment A for the breakdown of the needed DPW equipment, Fire Safety Complex equipment, cemetery repairs, and Lebanon Volunteer Fire Department equipment.

L. Charron MOVED to request the Board of Selectman to call a special Town meeting for the purpose of transferring \$99,000 from contingency in fiscal year 2016 to Fund 220 capital non-recurring fund accounts to be used in the following way: \$5,000 - leaf blower; \$45,000 for compact roller; \$5,000 for extendable boom; \$14,000 for four in one clam shell; \$10,000 for cemetery repairs; and \$20,000 for 10,000 gallon water tank for LVFD; and to also reallocate remaining funds from the exhaust system for fire safety complex improvements and DPW fan unit as listed in Attachment A. M. Bruce SECONDED. All In Favor – K. Cwikla inquired if the remaining \$12,880 of the FSC surplus will go back to fund balance. MOTION PASSED

**d. Discuss State estimated revenues for the FY 2016-2017 budget**

M. Bruce feels that this should be tabled until we are well into fiscal year 2016/2017

D. Scata noted that now that the budget has been passed from the State there is more additional dollars than anticipated in our projection. We should see an increase of 222,078 over what we budgeted for this year. However, everyone agrees that we cannot depend on these revenues actually coming to us.

**e. Discuss and act on setting the mil rate for Fiscal Year 2016-2017**

L. Charron MOVED to set the mil rate at 28.9 for fiscal year 2016-2017. M. Bruce SECONDED. All in Favor. Motion PASSED

**H. Other**

L. Charron reported that we have another fund – an old roads and bridges fund with a negative balance \$32,979.00 – The auditor recommended that we take care of. L. Charron MOVED to add to the agenda to consider using LoCIP dollars to take care of the deficit of \$32,979 in account 100-00-000-2292. D. Scata MOVED to add this item to the agenda. K. Cwikla SECONDED – All in Favor

L. Charron MOVED that we authorize Finance Director, Veronica Calvert to apply \$32,979 of LoCIP money to 100-00-000-2292 to offset the deficit and close the fund. M. Bruce SECONDED. All in favor – MOTION PASSED.

**I. Adjourn** – M. Bruce MOVED to adjourn at 8:39 pm. D. Malozzi SECONDED. All in Favor. MOTION PASSED

Respectfully Submitted,  
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.